

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PERSONNEL

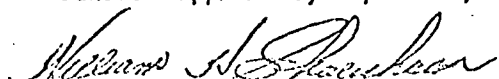

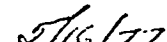
Examination & Recruitment

AGENCY

DIVISION

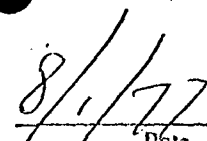
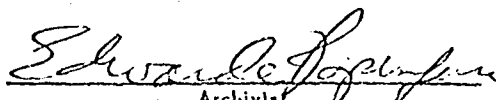
Item No.	Description	Retention
1	<u>Test Administration and Inventory Cards</u> Cards include details that identify for a test monitor and Personnel Associates which tests, materials, and supplies to assemble and to use at each test. Cards list time limit to use, special notices to the monitor and for candidates, name of person preparing and reviewing test, and source of test item.	Retain in office as long as test is in use, but at least three (3) years, then destroy
2	<u>Active Test Paper Records</u> IBM answer sheets, copy test papers, and other scored test material. Files used as reference to answer inquiries by public and for test validation studies.	Retain in office for two (2) years, transfer to a State Records Center for an additional three (3) years, then destroy.
3	<u>Agency Test Correspondence</u> Commercial and special agency test correspondence. This correspondence deals with test construction involving the following agencies: a. Professional Examination Service b. International Personnel Management Association c. State Merit System Services	Retain in office for fifteen (15) years, then destroy.
4	<u>Application for State Employment</u> MS-100 -- Applications filed for testing for employment with the State. These applications are the original documents in seeking State employment. They contain personal and educational information, as well as previous work history. Applications are reviewed	Retain in office for three (3) years after test date, then destroy.

Schedule approved by Department, Agency or Division Representative


Signature
Title
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works


Date
Archivist

Date

Secretary

Item No.	Description	Retention
	by departmental staff to qualify candidates for examinations, and reviewed occasionally by personnel officers of other departments for selection of information.	
5	<u>Copy of Computer Files</u> Microfilm record of applications filed and tested. Used to gain information concerning candidates test scores, eligibility standing and history information.	Replace microfilm cartridges every two weeks. Return cartridges to Records Management where tape is destroyed and the cartridge is reused.
6	<u>Job Bulletins for Scheduled Tests</u> Completed job bulletins are maintained by recruiting staff. These forms include class salary, qualifications, nature of work, closing date, filing procedure, and type of test.	Retain in office for five (5) years, then destroy.
7	<u>Education and Experience Reference File</u> This file contains information on education and experience which is used to set up standards in reviewing applicants' education and experience background to determine their qualifications for State positions.	Retain in office for five (5) years, then destroy.
8	<u>History of Individual Scheduled Examinations (Form 6-C)</u> Legal document containing information on examinations that this office has scheduled and held in the past. Information is kept so that it can be referred to if grievances are filed concerning an individual examination and for a ready reference file for reason of scheduling tests.	Retain in office for five (5) years, then destroy.
9	<u>Statistical Research Information</u> IBM computer cards used to submit various programs to computers and the printed output resulting from program runs. Used by Test Research and Test Construction staff. <u>Main purpose</u> -- to supply documentation to justify test validation studies.	Retain in office until test is superseded, transfer to State Records Center for three (3) additional years, then destroy.
10	<u>Technical Reference Materials</u> Confidential material on Test Validation Studies and Experimental Examinations. Reference reports used by Test Research and Test Construction staff. The test material originates from this division.	Retain in office until test is superseded, transfer to State Records Center for three (3) additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
11	<p><u>Test Stenciling Instruction File and Test History File</u></p> <p>Test stenciling instruction is filed according to code number of classification. Part of the file is test stenciling instructions for "General Test Books" and is filed according to title of booklet. The test history file contains memos and correspondence concerning tests held. It is also filed according to title of classification.</p>	<p>Retain test stenciling instructions in office for five (5) years, then destroy. Memos and correspondence may be destroyed after three (3) years.</p>
12	<p><u>Eligibility Lists</u></p> <p>Lists contain test titles, names of those persons who passed the test, test score, ranking of individual according to score. These lists are used in hiring and promoting State employees.</p>	<p>Retain in office for one (1) year, transfer to a State Records Center for an additional four (4) years, then destroy.</p>